

# UNIVERSITY OF LOWELL

## BULLETIN OF UNDERGRADUATE STUDIES

GENERAL ACADEMIC RULES 1978 - 1979



## BULLETIN OF UNDERGRADUATE STUDIES

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Each undergraduate is expected to be familiar with the contents of this publication

The rules and regulations published in this bulletin were in effect at the beginning of the 1978-79 academic year and are subject to change through established procedures of the University. Changes in academic rules and regulations are effective at the beginning of the academic year following their adoption. Administrative regulations are subject to change without advance notice and are effective immediately upon adoption should authorities responsible for the development of such policies determine immediate implementation to be necessary.

The University of Lowell is an Equal Opportunity/Affirmative Action University and does not discriminate in employment or access to programs or services on the basis of race, sex, color, national origin, religion, handicap or veteran's status, and is in compliance with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Any inquiries and/or grievances may be referred to the Affirmative Action Office, the Title IX Coordinator, the Handicapped Coordinator and/or to the Director, Office for Civil Rights, U.S. Department of Health, Education and Welfare, Washington, D.C.

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1978-1979



## GENERAL ACADEMIC RULES

University of Lowell  
Lowell, Massachusetts 01854



## MESSAGE FROM THE PRESIDENT

The University of Lowell can provide you with a variety of rewarding education experiences. Much of the knowledge which is our great intellectual heritage and many of the research discoveries which promise to expand and reshape our concepts of mankind and our views of the world are reflected in University courses and curricula. I hope that the University will become a place in which you will grow and develop and that you and the University will be mutually enriched by your presence on campus. This bulletin and its companion publications describe in detail all the essential information concerning undergraduate education. To make the most of your educational experiences, you should familiarize yourself with their contents.

*John B. Dyff*

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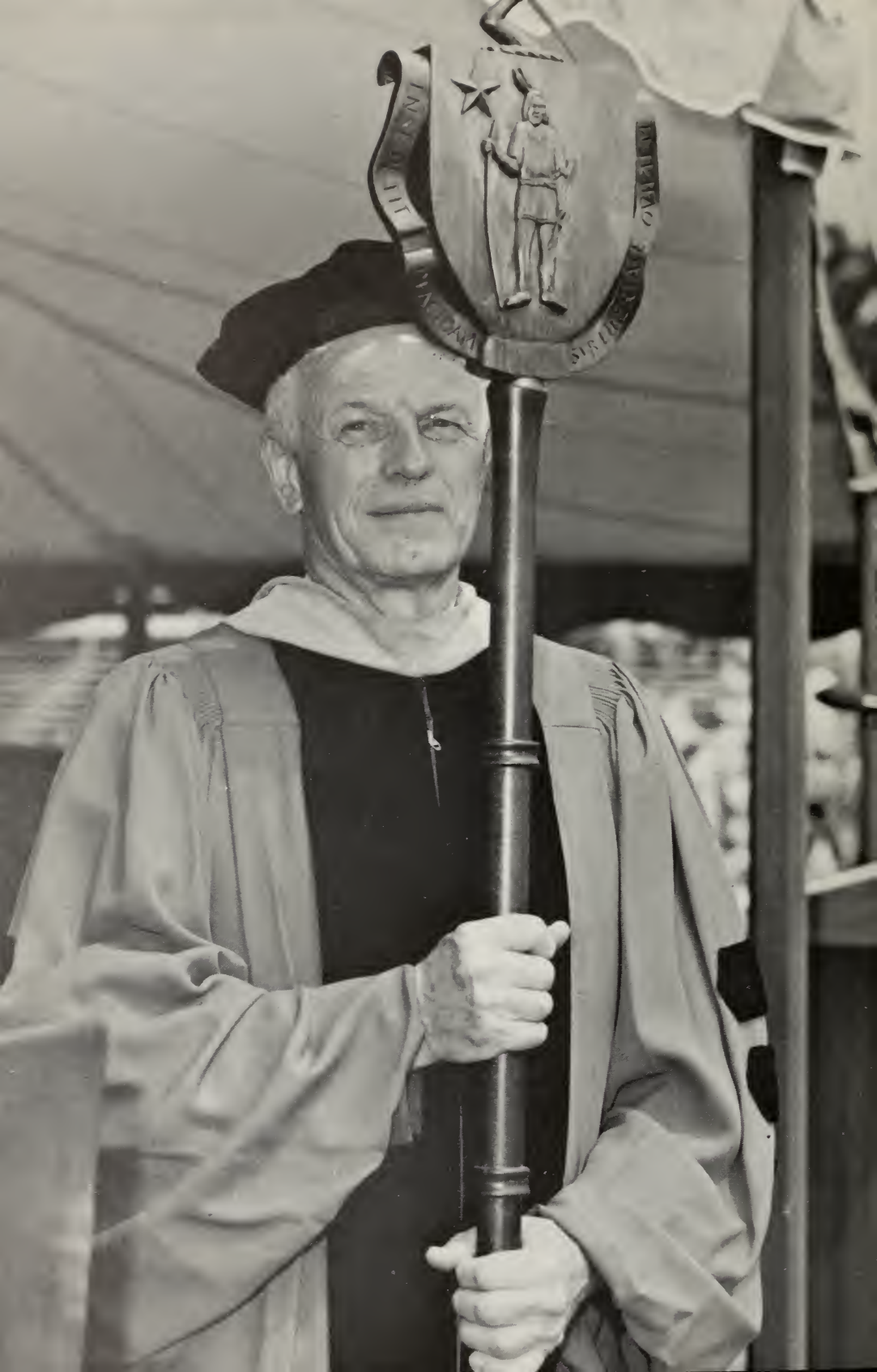
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# CUMNOCK HALL







# UNIVERSITY CALENDAR

## ACADEMIC YEAR, 1978-1979

### FALL SEMESTER 1978

September	1 Friday	Late Registration for Fall Semester Last Day for Students to Register for Fall Semester
	4 Monday	Labor Day (University Offices Closed) Dormitories Open at 12 noon
	5 Tuesday	Fall Classes Begin Drop-Add Period Begins for Registered Students
	15 Friday	Last Day for Instructors to Publish Course and Attendance Requirements for Class Members
	18 Monday	Last Day for Registered Students to (1) Add a Course, (2) Change Sections Within a Course, (3) Drop a Course Without Record, and (4) Change Enrollment Status from Audit to Credit, Credit to Audit, "Pass-No Credit" to Letter Grade, or Letter Grade to "Pass-No Credit"
	29 Friday	Last Day for Students to Complete Work for Incomplete Spring Semester and Summer Session (1978) Courses
October	5 Thursday	Last Day for Faculty to File Grades for Incomplete Spring Semester and Summer Session (1978) Courses Last Day for Faculty to File Changes of Course Grades for Spring Semester and Summer Session (1978) Courses
	9 Monday	Columbus Day (University Closed)
	18 Wednesday	Trustees Vote on Candidates for Summer Degrees
	23 Monday	Mid-Semester: At Least One Evaluation Required in Each Course by Mid-Semester Point
November	1 Wednesday	Last Day for Academically Suspended Students to File Readmission Applications for Spring Semester (1979) Probation Status Last Day for Students to file Spring Semester (1979) Petitions for Intercollegiate Transfer Within the University Last Day for Students to File Spring Semester (1979) Applications for Education Programs Last Day for Students to Drop Courses Without Penalty (With Course Notation of "W") Last Day for College Deans to Submit Lists of Seniors Who Anticipate Completion of Degree Requirements by the End of December to the Associate Vice President for Instruction Faculty Advising Period for Student Selection of Spring Semester (1979) Courses Begins First Day for Seniors Who Anticipate Completion of Degree Requirements by the End of May or the End of August to Confer with Faculty Advisors and to File Programs of Baccalaureate Studies
	8 Wednesday	Friday Class Schedule

December	17 Friday	Faculty Advising Period for Student Selection of Spring Semester (1979) Courses Ends Last Day for Seniors Who Anticipate Completion of Degree Requirements by the End of May or the End of August to Confer with Faculty Advisors and to File Programs of Baccalaureate Studies
	20 Monday	Registration for Spring Semester (1979) Begins at 9:00 am
	22 Wednesday	Registration for Spring Semester (1979) Ends at 5:00 pm Thanksgiving recess Begins at 6:00 pm
	27 Monday	Classes Resume
	5 Tuesday	Thursday Class Schedule
	7 Thursday	Last Day for Faculty to Administer Quizzes and Examinations Prior to Final Examination Period
	13 Wednesday	Last Day of Fall Semester Classes
	14 Thursday	Fall Semester Examinations Begin
	16 Saturday	Fall Semester Examinations Scheduled
	22 Friday	Fall Semester Examinations End Winter Recess Begins at 6:00 pm
	23 Saturday	Dormitories Close at 10:00 am
	27 Wednesday	Last Day for Faculty to File Fall Semester Grades

## SPRING SEMESTER 1979

January	18 Thursday	Late Registration for Spring Semester Begins
	19 Friday	Late Registration for Spring Semester Ends Last Day for Students to Register for Spring Semester
	21 Sunday	Dormitories Open at 12 noon
	22 Monday	Spring Classes Begin Drop-Add Period Begins for Registered Students
	26 Friday	Last Day for Instructors to Publish Course and Attendance Requirements for Class Members
February	2 Friday	Last Day for Registered Students to (1) Add a Course, (2) Change Sections Within a Course, (3) Drop a Course Without Record, and (4) Change Enrollment Status from Audit to Credit, Credit to Audit, "Pass-No Credit" to Letter Grade, or Letter Grade to "Pass-No Credit"
	15 Thursday	Last Day for Students to Complete Work for Incomplete Fall Semester (1978) Courses
	19 Monday	Washington's Birthday (University Closed)
	22 Thursday	Last Day for Faculty to File Grades for Incomplete Fall Semester (1978) Courses Last Day for Faculty to File Changes of Course Grades for Fall Semester (1978) Courses
March	13 Tuesday	Mid Semester: At Least One Evaluation Required in Each Course by Mid-Semester Point
	16 Friday	Spring Recess Begins at 6:00 pm
	17 Saturday	Dormitories Close at 10:00 am
	21 Wednesday	Trustees Vote on Candidates for Fall Degrees
	25 Sunday	Dormitories Open at 12 noon
	26 Monday	Classes Resume Last Day for Students to Drop Courses Without Penalty (With Course Notation of "W")

	<b>30 Friday</b>	Last Day for Academically Suspended Students to File Readmission Applications for Fall Semester (1979) Probationary Status Last Day for Students to File Fall Semester (1979) Petitions for Intercollegiate Transfer Within the University Last Day for Students to File Fall Semester (1979) Applications for Education Programs Last Day for College Deans to Submit Lists of Seniors Who Anticipate Completion of Degree Requirements by the End of May or the End of August to the Associate Vice President for Instruction
<b>April</b>	<b>2 Monday</b>	Faculty Advising Period for Student Selection of Fall Semester (1979) Courses Begins First Day for Seniors Who Anticipate Completion of Degree Requirements by the End of December (1979) to Confer with Faculty Advisors and to File Programs of Baccalaureate Studies
	<b>16 Monday</b>	Patriot's Day (University Closed)
	<b>17 Tuesday</b>	Monday Class Schedule
	<b>20 Friday</b>	Faculty Advising Period for Student Selection of Fall Semester (1979) Courses Ends Last Day for Seniors Who Anticipate Completion of Degree Requirements by the End of December (1979) to Confer with Faculty Advisors and to File Programs of Baccalaureate Studies
	<b>23 Monday</b>	Registration for Fall Semester (1979) Begins at 9:00 am
	<b>25 Wednesday</b>	Registration for Fall Semester (1979) Ends at 5:00 pm
	<b>27 Friday</b>	University Day (No Classes)
<b>May</b>	<b>4 Friday</b>	Last Day for Faculty to Administer Quizzes and Examinations Prior to Final Examination Period
	<b>11 Friday</b>	Last Day of Spring Semester Classes
	<b>14 Monday</b>	Spring Semester Examinations Begin
	<b>23 Wednesday</b>	Spring Semester Examinations End
	<b>24 Thursday</b>	Dormitories Close at 10:00 am for Non-graduating Students
	<b>26 Saturday</b>	University Commencement Dormitories Close at 5:00 pm for Graduating Students
	<b>29 Tuesday</b>	Last Day for Faculty to File Spring Semester (1979) Grades
<b>June</b>	<b>12 Tuesday</b>	Registration for Incoming Freshmen, Transfer and Reinstated Students Begins
	<b>15 Friday</b>	Registration for Incoming Freshmen, Transfer and Reinstated Students Ends
	<b>20 Wednesday</b>	Trustees Vote on Candidates for Spring Degrees







# GENERAL BACCALAUREATE DEGREE POLICIES

## GENERAL DEGREE REQUIREMENTS

To qualify for University degrees, baccalaureate candidates are required to obtain 2.00 (“C”) averages in their total courses of study, to present a minimum of 120 semester credits (exclusive of credits earned in fulfilling the Physical Activities Requirement), to fulfill the minimum residency requirement which is designated for University day courses and each major, to satisfy the regulations and academic standards of the colleges which exercise jurisdiction over the degrees for which they are matriculating, to complete all curriculum requirements specified by the college in which they are enrolled and by the department(s) in which they are majoring, and to complete the following University Core Requirements of 35 semester credits.

### University Core Requirements

The University Core Requirements consist of a Physical Activities Requirement (course credits of which do not apply to the minimum degree requirement), an English Composition Requirement, and Area Distribution Requirements.

#### Physical Activities Requirement (2 semester credits)

All students must successfully complete one year of supervised physical activity. Students who fail to satisfy the requirement of the physical activities program by the end of the freshman year must repeat failed courses until such time as they have passed them. Grades for physical activities courses are awarded on a “pass-no credit” basis (“P” or “NC”) and are not computed in cumulative averages. Students who have not passed the physical activities requirement by the end of their senior year are advised that graduation will be denied until such time as the requirement is satisfied. Students who are veterans may at their option be excused from the physical activities requirement. Students who are physically unable to participate in strenuous exercise may be excused from the activity requirement upon written confirmation of their condition by a physician.

#### English Composition Requirement (6 semester credits)

All students must pass a sequence of two courses totaling six semester credits in English Composition (normally to be taken during the freshman year) unless they are specifically exempted in whole or in part by the English Department on the basis of a written proficiency examination.

#### Area Distribution Requirements (27 semester credits)

All students must select and pass a minimum of nine courses and twenty-seven semester credits outside their major departments\* in three basic areas

\*Students pursuing double majors within the departmental areas enumerated below are required to complete the Area Distribution Requirements outside one of their two major departments.

of the liberal arts and sciences. A minimum of two courses and six semester credits must be presented in *each* of the three areas and an additional three courses and nine semester credits must be presented from *among* the Area Distribution Requirements. Students may not present more than three courses and nine semester credits from the offerings of any one department, may not present more than two courses and six semester credits from the offerings of the English Department, and may not present more than four courses and twelve semester credits in any one distribution area.

Area I  
Behavioral and Social Sciences \*

Economics, Geography (non-laboratory courses), History, Political Science, Psychology, and Sociology

Area II  
Fine Arts and the Humanities \*

Art, English (excluding 42-101 and 102), Languages, Music, and Philosophy

Area III  
Mathematics and the Sciences

Astronomy, Biology, Chemistry, Earth Sciences (Geography laboratory courses, Geology, Meteorology), Mathematics, and Physics

\*59-201 WESTERN CULTURAL HERITAGE may be presented for the Area II Distribution Requirement.

59-203 TECHNOLOGY & HUMAN VALUES may be presented for the Area I Distribution Requirement.

## Residency Requirements

All baccalaureate degree candidates must satisfy both general and specific residency requirements.

### General Residency Requirements

All candidates for regular (non-continuing education) baccalaureate degrees must present 30 semester credits of full-time study in University day classes,\* The following additional residency requirements for University study may be satisfied through other than full-time attendance of day classes, i.e., through established course-equivalency procedures, authorized day courses in the University of Lowell Summer School, authorized studies in the Evening School of Continuing Education, and authorized off campus courses at other

\*Students who matriculate part-time for degrees under provisions of the Second Chance Program for Adults must satisfy residency requirements in their majors and in University day classes as specified but may fulfill these requirements on either a full-time or part-time basis.

accredited baccalaureate institutions. (Special restrictions apply to transfer students. Cf. policies in this publication under the headings "Continuing-Education and Summer-School Courses" and "Off Campus Study.") Upon the approval of the appropriate college dean, up to 15 credits of the minimum University residency requirement of 30 credits of day courses may be satisfied through completion of day courses in the University of Lowell Summer School. Students who are interested in petitioning for application of day courses of the University of Lowell Summer School to the minimum 30 credit requirement must file an academic petition with the dean of the college to which they have been admitted as degree candidates prior to enrolling for Summer School courses.

1. Complete three years in day courses of the University, earning not less than 90 credits, and the junior or senior year at another accredited baccalaureate institution, earning not more than 30 semester credits or the number of semester credits specified for juniors or seniors by those prescribed courses of study which are listed in the applicable issue of the Bulletin of Undergraduate Studies;
2. Complete an associate degree in the Evening School of Continuing Education or, under the provisions of the Massachusetts Transfer Compact, in a Massachusetts Community College, earning not more than 60 semester credits, and the last two years in day courses of the University, earning not less than 60 credits;
3. Complete up to the first two years in an accredited associate institution\*, earning not more than 60 semester credits (with grades of "C" or better), and the remaining years in day courses of the University, earning not less than 60 credits;
4. Complete up to the first three years of a baccalaureate program in an accredited four-year institution, earning not more than 90 semester credits (with grades of "C" or better), and the remaining year(s) in day courses of the University, earning not less than 30 credits; or
5. Complete up to the first three years of a baccalaureate program in the Evening School of Continuing Education, earning not more than 90 credits, and the remaining year(s) in day courses of the University, earning not less than 30 credits.

\*Individuals transferring from a Massachusetts Community College who have not completed the associate degree may receive recognition of credits completed with grades of "C" or better only.

An individual who has been admitted to day courses of the University as a non-matriculating student is not considered a student in residence. Such an individual who is subsequently admitted as a matriculating student may petition the dean of the college to which he or she has been admitted for application of up to 15 credits of non-matriculated day courses to the minimum residency requirement of 30 credits of University day courses.

## Residency Requirement for Major Fields

Each baccalaureate degree candidate must complete at least 15 credits in regular class work within major departments of the University for each major which is presented for a degree. Upon the approval of the appropriate college dean, the course requirement of 15 credits within major departments for each



major pursued may be satisfied through completion of day courses in the University of Lowell Summer School. Students who are interested in petitioning for application of day courses of the University of Lowell Summer School to the 15 credit major requirement must file an academic petition with the dean of the college to which they have been admitted as degree candidates prior to enrolling for Summer School courses.

## BACCALAUREATE DEGREES

The University offers the following baccalaureate degrees: Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Business Administration, Bachelor of Science in Engineering, Bachelor of Science in Industrial Management, and Bachelor of Science in Technology.

### Bachelor of Arts Degree

Curricula leading to the Bachelor of Arts degree are designed to provide a broad, comprehensive education with many options for developing major and minor programs. These options are specified by each of the colleges offering Bachelor of Arts degree programs and are sufficiently flexible to satisfy the individual needs of students while also providing sufficient preparation in the major field for subsequent specialization at the graduate level or for state certification of public-school teachers. All Bachelor of Arts degree programs require completion of a major within the college in which the student is a degree candidate and (except as specified by policies concerning second majors) a minimum of 75 credits outside the major field. The following is a listing of major fields in which the Bachelor of Arts degree is presently offered.

#### *College of Education*

Elementary Education  
Secondary Education

#### *College of Management Science*

Economics

#### *College of Music*

Music

#### *College of Pure and Applied Sciences*

Chemistry  
Environmental Sciences

#### *College of Liberal Arts*

American Studies  
Art  
English  
French  
History  
Modern Languages  
Philosophy  
Political Science  
Psychology  
Sociology  
Spanish

### Bachelor of Music Degree

The Bachelor of Music is a professional degree and is offered by the College of Music in four areas of specialization: music education, music history and literature, music theory and composition, and performance. The music education specialization is designed to prepare teachers and supervisors of music in the elementary and secondary schools. Other music specializations provide abundant opportunities for individual performance, research, and creativity to students who wish professional careers in music.



Individual and group performances are important aspects of all Bachelor of Music programs, but students in the performance specialization are required to demonstrate outstanding ability as performers in order to satisfy admission and retention standards. Students in music history and literature and music theory and composition specializations must demonstrate similar outstanding abilities in their chosen music fields in order to qualify for admission and to satisfy retention standards. Students preparing for admission to the music education specialization are required to select applied music courses each semester for maintaining and developing their music skills, and they are expected to develop minimum standards of performance in piano and in their areas of performance preference.

### Bachelor of Science Degree

The Bachelor of Science degree is designed to provide students with a broad scientific education with specialized training in one or more of the basic sciences (e.g., biological sciences, mathematics, meteorology, etc.) or to combine a general education with a specialized applied program (e.g., health education, nursing, the administration of law & justice, etc.). Curricula which are offered in areas of the pure and applied sciences and mathematics provide opportunities for major and minor program options but afford greater opportunities for major specialization than are permitted in comparable Bachelor of Arts curricula. All Bachelor of Science degree programs require completion of a major within the college in which the student is a degree candidate and a minimum of 50 credits outside the major field. The following is a listing of major fields in which the Bachelor of Science degree is presently offered.

#### *College of Health Professions*

Health Education  
Health Services Administration  
Medical Technology  
Nursing  
Physical Therapy

#### *College of Liberal Arts*

Administration of Law & Justice

#### *College of Pure and Applied Sciences*

Biological Sciences  
Chemistry  
Environmental Sciences +  
Mathematics  
Meteorology  
Physics #  
Radiological Health Physics

+ Geology option available  
# Options available in Optics and  
Applied Physics

### Bachelor of Science in Business Administration Degree

The Bachelor of Science in Business Administration degree is designed to provide students with those liberal arts and science foundations, analytical skills, and specialized professional courses which will enable them to function as effective professional administrators in business. The first two years are comprised of liberal arts, science and professional skill courses. These subjects provide the foundation on which the advanced courses are built. In the liberal arts and sciences, emphasis is upon English, the behavioral sciences (psychology and sociology), and mathematics — including an introductory computer course. The professional skill courses include accounting, economics, and statistics. During the last two years students take profes-

sional core courses in business law, finance, government and business, marketing, operations management, managerial economics, and business policy. In addition, students select program options in accounting, economics, or management. Regardless of department options elected, students have sufficient electives which permit them to tailor their programs to their special interests.

## Bachelor of Science in Engineering and Technology Degrees

Bachelor of Science degree programs of the College of Engineering generally have been determined by the requirements of specific career objectives and are subject to the recommendations of professional associations. Course requirements are specified in terms of fixed curricula and without reference to options which are available in Bachelor of Arts and Bachelor of Science degree programs. However, candidates for degrees in the College of Engineering may be permitted to elect additional majors in other colleges provided that all curriculum requirements in engineering or technology will be satisfied. Election of such additional majors will entail extension of the normal four-year period of undergraduate study for all but the unusual student. Major fields in which the degrees of Bachelor of Science in Engineering and Bachelor of Science in Technology are presently offered are as follows:

Chemical Engineering +  
Civil Engineering  
Electrical Engineering  
Industrial Technology

Mechanical Engineering  
Nuclear Engineering  
Plastics Engineering

+ Paper option available in senior year

## Bachelor of Science in Industrial Management Degree

The degree of Bachelor of Science in Industrial Management is designed to provide students with a specialized education in technological and management areas and is an inter-collegiate program of the College of Engineering and the College of Management Science. The curriculum combines all the elements of a concentration in operations management with a basic foundation in engineering. The first two years provide a sound education in English, mathematics, the physical sciences, mechanical engineering, economics, accounting, and statistics. The junior and senior years are devoted to professional business courses, a concentration in operations management, and selected mechanical and electrical engineering courses. The industrial management graduate is equipped to assume managerial and administrative responsibilities in technologically-oriented firms through the management of complex production activities or the marketing of specialized mechanical or electrical equipment.

## DUAL DEGREE PROGRAMS

Students who wish to pursue dual majors in more than one college and to complete all degree requirements for two different degrees may be permitted to establish simultaneous matriculation in two colleges and to designate candidacy for two degrees. The curricula for all dual-degree programs are approved as such by vote of participating college faculties and by concerned college deans and must be completed as prescribed. It is therefore imperative

that a student who wishes to pursue an approved dual-degree program obtain a copy of the specified curriculum which enumerates the specific semester-by-semester course requirements. A student who may be interested in such a program should inquire at offices of college deans.

Students should consult the regulation concerning the declaration of a second major which appears elsewhere in this publication under the heading "Major Field Requirements" if (1) they wish to pursue a second major which leads to the same degree as that of their initial major or (2) they wish to pursue a second major which leads to a different degree than that of their initial major but do not wish to satisfy the non-major requirements for both degrees.

## MAJOR FIELD REQUIREMENTS

Candidates for Bachelor of Arts and Bachelor of Science degrees must complete an academic major within the college in which their degrees will be granted. The requirements for majors are set by departments of the University or interdisciplinary committees but must specify a minimum of 30 credits and at least 15 credits at the upper-division course level (300 and 400 numbered courses).

Candidates for the Bachelor of Arts degree may not be required to take more than 45 credits in their major fields, but they may elect to take additional courses in the major beyond the specified maximum providing that such additional courses are not presented for the minimum degree requirement of 120 credits. Accordingly, major credits which exceed the specified maximum will raise by an equal amount the number of minimum credits which are required for the Bachelor of Arts degree.

Candidates for the Bachelor of Science degree may not be required to take more than 60 credits in their major fields, but they may elect to take additional courses in the major beyond the specified maximum providing that such additional courses are not presented for the minimum degree requirement of 120 credits. Accordingly, major credits which exceed the specified maximum will raise by an equal amount the number of minimum credits which are required for the Bachelor of Science degree.

### Declaration of Major

Students who have declared a major at the time of their admission to the University are officially enrolled in the college in which their designated major is offered and are referred by the college dean to the chairperson of their designated major for assignment of a faculty advisor. Although the University does not require students to declare their major fields until they have achieved 60 semester credits, an early decision by students will greatly facilitate the selection of appropriate prerequisite courses for major fields and accordingly will reduce the possibilities of time-consuming errors in judgment. Students enrolled in the College of Pure & Applied Sciences must declare their major fields by the end of the freshman year. Students contemplating majors in chemistry or environmental sciences should initiate prerequisite course work immediately upon entrance to the College of Pure & Applied Sciences and should make a declaration of major at this time or prior



to the end of the freshman year. Students in the College of Liberal Arts who plan to apply for programs of the College of Education should not delay declaration of an academic major beyond the second semester of the freshman year. Students in the College of Health Professions should not delay declaration of major beyond the freshman year. Additional course work beyond the minimum degree requirement and extension of the normal four-year period of study may be expected when individuals make a later declaration of major.

Students who make no declaration of major prior to the end of their sophomore year are listed as undeclared students for their first two years. Individuals who wish to designate a major which is offered by the college in which they are enrolled as undeclared students must secure the signature of the appropriate department chairperson (or the chairperson of the committee which exercises jurisdiction over an interdepartmental major) on a declaration of major form and must file the completed form with the Office of the Registrar. Individuals who wish to designate a major which is not offered by the college in which they are enrolled as undeclared students must file an approved form for inter-collegiate transfer and declaration of major with the Office of the Registrar. This form requires the signatures of the dean of the college to which the student transfers and the appropriate department chairperson.

Undeclared students are advised that openings may be limited or unavailable in some programs and that differential admissions criteria may be applied to program or college applicants when staffing or facilities render it necessary to establish limitations upon enrollments. Undeclared students may not apply for transfer to the College of Education, which requires the completion of specified lower-division courses in the major as one of several admission requirements.

## Declaration of Second Major

Students who wish to declare a second major in an academic field should consult with the dean the college in which they are enrolled to ascertain if a second major in an academic field can be completed within specified degree requirements or will require additional study beyond the minimum degree requirements and extension of the regular period of baccalaureate study. Students who wish to declare a second major in the college in which they are enrolled as degree candidates ordinarily may do so by filing and approved declaration of second major with the Office of the Registrar. Students who wish to declare such a major in another college of the University may do so only when regulations of the college offering the desired major and the college in which they are enrolled as degree candidates both permit and upon the authorization of the dean of the college in which the desired major is offered. Students who are permitted to carry two majors are assigned an advisor in each major department.

Individuals who are matriculating for the Bachelor of Arts degree may not count more than 63 credits in the two academic majors combined toward the minimum degree requirement of 120 credits. Students who present more than 63 credits in the two majors combined may not present less than 57 semester credits outside the two major fields in satisfying the minimum degree requirement of 120 credits. Accordingly, students who present more than 63 credits in



the two majors combined must present a number of credits beyond the minimum degree requirement of 120 credits which is equal to the number of credits by which they exceed the combined major credit maximum.

Students who elect academic majors in more than one college are candidates for one degree only unless they pursue an authorized dual degree program, and they are considered to be degree candidates in the college of their initial major unless they indicate to the contrary at the time they make a declaration of second major by filing for intercollegiate transfer. Accordingly, a student who pursues academic majors in two colleges is subject to all degree requirements as specified by the college of his or her initial academic major and is subject only to major course requirements (including collateral and prerequisite courses for the major) as specified by the department of his or her second academic major. Individuals who pursue majors which are offered within different degree requirements will receive the degree which is designated for their initial academic major unless they file for intercollegiate transfer at the time they file a declaration of second academic major.

Professional programs in business administration, education, engineering, health professions (health education, health-services administration, medical technology, nursing, and physical therapy), industrial management, industrial technology, and music (Bachelor of Music programs) may be designated as degree majors only. Although students in these programs may be permitted to pursue a second major in an academic field which is offered by another college, they are subject to all degree requirements as specified by the college of the professional major.

## Change of Major

Once students have begun a program of major studies, they may change their major field only by filing an approved change of major form with the Office of the Registrar. Students who make substantial changes in their plans of study after the beginning of the sophomore year, regardless of major, ordinarily will find it impossible to complete degree requirements within the normal four-year period of study and may also find it necessary to redesignate their choice of degree. Students who have been placed on academic warning should review their choice of major and should contemplate a change of program. Intercollegiate transfer is not permitted for students seeking probationary readmission, and a petition for such transfer may not be initiated following notification of suspension.

## Change of Major within College of Enrollment

Students who wish to change their declarations of major within the college in which they are enrolled as degree candidates are required to file an approved change of major form with the Office of the Registrar. This form requires the approval of the chairperson of the major department to which the student desires to transfer and should be filed by November 1 for spring semester approval and by April 1 for fall semester approval in order to insure proper advisement during the periods designated for fall and spring preregistration. Filing after the recommended dates may be permitted by the chairperson of the department having jurisdiction over the new major.

## Change of Major with Intercollegiate Transfer

Students desiring to transfer from a baccalaureate program of the Evening School of Continuing Education to a baccalaureate day program,\* to transfer from a baccalaureate day program to a baccalaureate program of the Evening School of Continuing Education, or to drop a major which is offered by the college in which they are matriculating and to add a major which is offered by another college of the University must apply for intercollegiate transfer. Students enrolled in major programs of the College of Liberal Arts and the College of Pure & Applied Sciences who wish to pursue a professional program in elementary or secondary education must apply for transfer to the College of Education although they continue to carry their academic majors after acceptance into elementary and secondary education programs.

An individual seeking an intercollegiate transfer must file a petition, together with a transcript of his or her permanent record card, with the appropriate chairperson and dean having jurisdiction over the program to which transfer is desired. Following endorsement by both the chairperson and dean, this form must be filed with the Office of the Registrar by November 1 for spring semester transfer and by April 1 for fall semester transfer. Individuals petitioning for intercollegiate transfer are required to satisfy the admission requirements of their desired college and program and, irrespective of any favorable decision concerning such petition, they may not be permitted to transfer if they have been suspended from the University after they have been accepted for transfer.

Individuals seeking transfer from one college to another are advised that openings may be limited or unavailable in some programs, that differential admissions criteria may be applied to program or college applicants when staffing or facilities render it necessary to establish limitations upon enrollments, and that the completion of degree requirements within the customary four-year period may not be possible since the correction of deficiencies cannot always be accommodated within the schedule of course offerings.

The official date of intercollegiate transfer is the first day of the semester following approval of a student's transfer application. Since course preregistration is conducted prior to the official date of transfer, students should make immediate arrangements for pre-registration counselling with the dean of the college to which they will transfer. Subsequent to approval of a student's application for transfer and prior to the official date of transfer, the college dean shall review the academic record of the student to determine the applicability of previously completed courses to the requirements of the college and, if appropriate, the new major.

The dean shall provide the student and the Office of the Registrar with a listing of such courses and shall authorize their deletion from the student's

\*Evening School students transferring to college programs should refer to policies under the heading "Residency Requirements" for specification of credits which must be completed in regular day classes.

cumulative grade-point average. Irrespective of grades received, all courses which may not be applied to minimum college or program requirements for degrees shall be deleted from the student's cumulative grade-point average. For example, nursing courses, curriculum & instruction courses, and apprentice teaching courses are not applicable to curricula of the College of Liberal Arts and a student who has completed such courses will have them deleted from his or her cumulative average upon transfer to the College of Liberal Arts. Students who subsequently transfer to another college within the University, or who return to the college from which they have previously transferred within the University, shall have their academic records again reviewed and appropriate courses shall be reinstated to the cumulative average and inappropriate courses shall be deleted. No student shall be permitted more than two intercollegiate transfers.\*

\*The initial admission of underclassmen to the College of Education shall not be counted for the purpose of this limitation.

## MINOR AREA REQUIREMENTS

The requirements for minors are established by University departments or by interdisciplinary committees. No minor program may consist of less than 18 semester credits in the minor field nor more than 24 semester credits. At least 6 credits must be completed at the upper-division course level for all minor studies. Students are advised that an aggregation of courses which total 18 or more credits does not constitute a minor field. Specific options for minor programs will depend on the major field which a student has elected to pursue and collateral course requirements which have been specified by major departments. Although minor programs generally may be elected without specific authorization of departments offering such programs, some minors do require such authorization. In any event, individuals who are interested in electing a minor program should consult the relevant section of the Bulletin of Undergraduate Studies: General Catalogue for curriculum requirements and prerequisites. Notation of a minor program is not made on the student's permanent record card until all degree requirements have been satisfied and the Office of the Registrar has been notified by the college in which the student has matriculated concerning the completion of minor programs.

## LANGUAGE REQUIREMENT

Although the University does not require language proficiency as such for any degree, each faculty having jurisdiction over specialized program areas has the prerogative of specifying a level of language proficiency as a collateral requirement for major fields. Students who are required to evidence intermediate proficiency as a collateral requirement of their major studies and individuals who desire to present official evidence of language proficiency for purposes of employment or application to graduate schools may satisfy the expectations of the College of Liberal Arts for intermediate language proficiency through any one of the following options:

- a. a score of "550" or above on a College Entrance Examination Board Achievement Test;



- b. a score of "3" or above on a College Entrance Examination Board Advanced Placement Examination;
- c. a satisfactory score in a proficiency test prepared and administered by the Language Department of the University of Lowell (preferably during the student's freshman year) and covering a reading knowledge of any one of the following languages: French, German, Greek, Italian, Latin, or Spanish;
- d. passing two semester courses on the intermediate, second-year college level in a language previously studied in the secondary school and offered by the University of Lowell; or
- e. passing a minimum of 12 semester credits in one language, the study of which is initiated at the University of Lowell.

## COOPERATIVE EDUCATION

The Cooperative Education Program integrates academic studies with productive work experience in business and industry and is available to all individuals whose major departments have agreed to permit their students to participate in an alternating schedule of study and work. Since students generally are placed in employment related to their academic fields of study, the Cooperative Education Program not only provides a source of income which may help students to defray their college expenses but also tends to make classroom work more immediately relevant by clarifying career goals through personal experiences.

Full participation in the Cooperative Education Program ordinarily implies extension of the normal period of baccalaureate study to five years, entails three alternated working periods (fall, spring, and summer) with participating employers, and requires individual commitment to a 40 hour work week during assigned working periods. A maximum of 3 credits per working period (up to a total of 9 credits) may be granted to participating students upon authorization of appropriate major departments. Depending upon departmental policies, these credits may satisfy unrestricted elective course requirements.

### COOPERATIVE EDUCATION

#### AFTER THREE SEMESTERS COMPLETED Group A

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1ST SEMESTER	SEMESTER 1	SEMESTER 3	CO-OP II	SEMESTER 5	SEMESTER 7
2ND SEMESTER	SEMESTER 2	CO-OP I	SEMESTER 4	SEMESTER 6	SEMESTER 8
SUMMER	VACATION	VACATION	CO-OP III	VACATION	

#### AFTER FOUR SEMESTERS COMPLETED Group B

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1ST SEMESTER	SEMESTER 1	SEMESTER 3	SEMESTER 5	CO-OP III	SEMESTER 7
2ND SEMESTER	SEMESTER 2	SEMESTER 4	CO-OP II	SEMESTER 6	SEMESTER 8
SUMMER	VACATION	CO-OP I	VACATION	VACATION	

#### AFTER FIVE SEMESTERS COMPLETED Group C

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1ST SEMESTER	SEMESTER 2	SEMESTER 3	SEMESTER 5	CO-OP II	SEMESTER 7
2ND SEMESTER	SEMESTER 2	SEMESTER 4	CO-OP I	SEMESTER 6	SEMESTER 8
SUMMER	VACATION	VACATION	VACATION	CO-OP III	



## AFTER SIX SEMESTERS COMPLETED Group D

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1ST SEMESTER	SEMESTER 1	SEMESTER 3	SEMESTER 5	SEMESTER 7	CO-OP III
2ND SEMESTER	SEMESTER 2	SEMESTER 4	SEMESTER 6	CO-OP II	SEMESTER 8
SUMMER	VACATION	VACATION	CO-OP I	VACATION	

When on cooperative education assignment, a student remains registered at the University by means of required seminars and is required to pay student union and student activities fees. Additional information concerning the requirements for program participation may be secured from the Office of Cooperative Education.

## RESERVE OFFICER TRAINING

The program is designed to qualify for commissions those men and women who desire to serve in the United States Air Force and to provide an education which will develop skills and attitudes of vital importance to professional Air Force officers. The Air Force ROTC program is divided into two phases: (1) the general military course and (2) the professional officer course.

### University Policies

Courses in Aerospace Studies are open to all University students who can satisfy the special admission requirements and may be counted as unrestricted elective courses in a student's baccalaureate program. Grades for aerospace courses are applicable to the determination of grade-point averages. Students should consult the regulations of the college in which they matriculate concerning the number of unrestricted elective courses which are permitted for their programs of study. In the event that such unrestricted elective courses are not permitted or are insufficient to accommodate the professional officer course for the junior and senior years, students wishing to pursue the AFROTC program will be required to fulfill program requirements on an overload basis.

### The Air Force ROTC Program

Students may elect to enroll in the four-year AFROTC program or the two-year AFROTC program. Individuals electing the four-year program must take the general military course during their freshman and sophomore years and the professional officer course during their junior and senior years, and they must attend four weeks of field training during the summer between the sophomore and junior years. Members of the four-year program are eligible to compete for AFROTC scholarships. For acceptance into the professional officer course, individuals enrolled in the four-year program must pass a physical examination and an officer qualification test and must possess an acceptable academic record. To qualify for enrollment in the two-year program, individuals must have two academic years remaining at the undergraduate level, at the graduate level, or at both the undergraduate and graduate levels and must meet certain physical standards, must pass an officer qualification test, and must possess an acceptable academic record. Before individuals can be accepted into the professional officer course, they must also successfully complete a six-week field training course. Students transferring to the University who satisfy the above requirements may elect the professional officer course.

Uniforms, equipment, and textbooks which are required for AFROTC activities are supplied by the University and the United States Air Force. Students in the professional officer course receive a monthly subsistence allowance of \$100 and may compete for a limited number of scholarships. Individuals who successfully complete the professional officer course are commissioned as Second Lieutenants in the United States Air Force Reserve and serve on active duty in the Air Force in a specialty which is as closely related to their academic training as is consistent with needs of the Air Force.

## UNDERGRADUATE CLASSIFICATION

Irrespective of the provisions of specific curricula and the number of full-time semesters completed by students, the Office of the Registrar determines class standing at the end of each semester on the basis of total credits earned (including physical activities and aerospace studies credits) and in accordance with the following scales:

Freshman standing	0-29 semester credits
Sophomore standing	30-59 semester credits
Junior standing	60-89 semester credits
Senior standing	90 or more semester credits (to graduation)

## MAXIMUM PERIOD OF BACCALAUREATE STUDY

Depending upon the nature of the subject and discipline, courses taken by a student may become obsolete for curricula of the University when they have been completed over a period of time which exceeds the customary period for baccalaureate study. Accordingly, University departments reserve the right to delete courses from a student's program of study when such courses have been determined to be obsolete for the curriculum in which the student is enrolled.

Ten full-time semesters is the maximum period which is permitted for continuous University matriculation unless special permission for additional semester enrollment has been granted by the dean of the college in which a student is enrolled as a degree candidate. A student who fails to complete degree requirements within ten full-time semesters may be dropped from the University when instructional resources render it necessary to establish limitations upon enrollments.

## PROGRAMS OF STUDY

All students are required to file with their advisors a copy of their final semester course registrations (including notification of course withdrawal) and an accurate account of courses taken, grades received, and changes of contemplated programs of study. Deadlines for conferring with faculty advisors concerning the completion of degree requirements and for filing final programs of study with college deans are specified by the University calendar.

Individuals who unofficially complete all degree requirements and fail to file for a degree must reapply for readmission through the Office of Admissions. Upon the payment of admission and graduation fees, such individuals may apply for degrees through their department chairpersons and college deans.

Each college has adopted a program of studies from which best reflects the nature of its degree programs. Forms which are employed by the College of Liberal Arts, the College of Education, and the College of Health Professions have been standardized and designate three areas: University Core Requirements, Major Requirements, and Collateral Programs (Second Majors, Minors, and Unrestricted Elective Courses).

Credits for each course may be counted only once in a student's program of studies form and may not be counted for more than one of the program of studies categories. A course which is specified as a requirement for both a student's major and minor will satisfy both requirements, as stated, but such course credits may be counted for the major only. Irrespective of such overlapping courses, a minimum of 18 credits must be listed for each minor area designated. A course which is specified as a common prerequisite for several courses will satisfy all prerequisite requirements, as stated, but course credits may not be counted more than once and may be applied to one category of a student's program of studies only.

At the end of the semester following the filing of an approved program of study, the office of the college dean verifies course completions and required cumulative and major averages. The names of students who have satisfied all degree requirements are then forwarded to the appropriate college faculty for endorsement and, finally, to the Board of Trustees, who officially confer degrees upon recommended individuals.

## CONFERRING OF DEGREES

The Board of Trustees votes degrees three times a year: in June (for students completing degree requirements during the spring semester), in October (for students completing degree requirements during the summer term), and in March (for students completing degree requirements during the fall semester). Individuals who wish to submit verification of degree completion to employers or to graduate schools during the period between the end of their final grading period and the conferring of degrees may obtain a letter of completion from their college dean.

## UNIVERSITY COMMENCEMENT

Graduation exercises are held once a year at the end of the spring semester. Undergraduates who have completed degree requirements during the previous fall semester and those individuals who anticipate completion of degree requirements during the spring semester and the following summer term are permitted to attend commencement exercises and their names are listed in the commencement booklet as unofficial candidates for degrees. An individual whose name is listed in this publication and who fails to complete degree requirements as planned is not again listed in subsequent commencement programs. Attendance of commencement exercises is not compulsory but all seniors are required to pay the specified graduation fee, which covers the cost of the diploma, the diploma cover, academic attire, and incidental graduation expenses. Students who do not elect to attend commencement ceremonies may not be granted a refund of the commencement fee. Since diplomas are not issued until degrees have been conferred by the Board of Trustees during the



designated voting periods, all diplomas are mailed to graduates. Accordingly, an individual who wishes to receive a diploma must file a corrected address with the Office of the Registrar if he or she anticipates moving from a previously reported permanent address.

## COURSE EQUIVALENCY EXAMINATIONS

Subject to specified policies of academic departments, unusually qualified degree candidates are given the opportunity to demonstrate their special competencies and to receive University credit for such competencies through established course equivalency procedures without having to fulfill classroom or faculty course requirements. Matriculating students may demonstrate their special competencies through subject examinations of the College Level Examination Program and through departmental equivalency examinations. Credits which are granted through course equivalency procedures are noted on the student's permanent record card. However, no grades for equivalency examination are recorded and such examination credit as may be granted is not computed for determining grade-point averages.

The purpose of course equivalency procedures is to provide credit for existing competencies — that is those competencies which students possess prior to their application for equivalency credit and prior to their registration for a University course. Students may not receive credit for a specific proficiency examination if they have registered at the University in the course which that examination represents, if they have previously received a University grade for that course or a course in sequence above the course for which they wish to take the examination, or if they have previously received transfer credit for a equivalent course taken at another institution. Credit for general examinations of CLEP may not be granted to students after their admission to the University as matriculating students. University departments reserve the right to refuse the granting of credit by examination for those courses which are presented by a student for his or her major(s) and to deny recognition of previously granted credit for students who prior to their declaration of major field have received equivalency credit in the subsequently declared major.

Subject to the additional limitations of the college and program in which the student is enrolled, the maximum number of credits which a matriculating student may earn through course equivalency procedures is 30 semester credits. Students who have transferred to the University may not apply for equivalency credit in excess of a number which is determined by subtracting all course equivalency and transfer credits which are accepted by the University from the maximum of 90 credits which is permitted for both transfer and equivalency credit. Nor may transfer students present equivalency credits in fulfillment of the major field residency requirement of 15 credits in University courses or the general residency requirement of 30 credits in University day courses. (Cf. "Residency Requirements.")

### College Level Examination Program (CLEP)

Students who are interested in taking subject examinations of the College Level Examination Program should secure petition forms from the Office of the Registrar which will permit matriculating students of the University to ar-

range for administration of CLEP tests. Approved forms must be filed with the Office of the Registrar. Application to take approved subject examinations of the College Level Examination Program may be made at the Office of Continuing Education or other CLEP testing center. CLEP tests are administered at the University during the third week of each month. Course credit through the subject examinations of CLEP will be granted only if an examination has been approved by an individual's faculty advisor and the chairperson of the department which offers the course for which the CLEP test is a substitute and the score attained by the individual is one which has been specified by the College Entrance Examination Board as being of "C" grade achievement or better. Although students are advised to secure the above authorizations prior to taking a CLEP test in order to avoid rejection of a request for credit after a test has been taken, such authorization may be solicited after completion of a test. The following is a listing of CLEP tests for which degree credits may be granted.

FINAL GRADE IN COLLEGE COURSE	A	B	C	Credit	FINAL GRADE IN COLLEGE COURSE	A	B	C	Credit
Afro-American History	57	55	49	3	Freshman English	55	51	47	6
American Government	58	55	47	3	General Chemistry	65	53	48	3
American History	59	53	46	6	General Psychology	65	55	47	3
American Literature	57	50	46	6	Geology	61	53	49	6
Analysis and Interpretation of Literature	61	55	49	3	Hematology	56	51	46	3
Anatomy, Physiology, Microbiology	55	51	44	6	History of American Education	57	51	46	3
Biology	61	53	49	6	Human Growth and Department	56	52	47	3
Calculus with Analytic Geometry	57	51	47	8	Immunohematology	56	50	47	3
Clinical Chemistry	57	51	47	3	Introduction to Business Management	61	52	47	3
College Algebra	62	55	50	3	Introductory Accounting	61	56	50	6
College Algebra- Trigonometry	60	55	49	3	Introductory Business Law	63	57	51	3
College French (four semesters)	63	57	53	12	Introductory Macroeconomics	63	55	48	3
College German (four semesters)	61	54	48	12	Introductory Marketing	61	53	48	3
College Spanish (four semesters)	60	54	50	12	Introductory Microeconomics	61	54	47	3
Computers and Data Processing	57	50	46	3	Introductory Micro-and Macroeconomics	61	54	47	3
Educational Psychology	59	51	47	3	Introductory Sociology	57	52	47	3
Elementary Computer Programming	58	53	48	3	Microbiology	59	53	48	3
Fortran IV	58	53	48	3	Money and Banking	58	54	48	3
English Literature	60	50	46	6	Statistics	60	53	49	3
					Tests and Measurements	64	52	46	3
					Trigonometry	62	55	49	3
					Western Civilization	63	56	50	6

### Departmental Examinations

Students who are interested in taking departmental examinations may obtain applications for such examinations from the Office of the Registrar at any time during the fall and spring semesters, but they must initiate the application process in sufficient time to permit the completion of examinations and the processing of examination results prior to the final deadline for filing course grades during the semester in which they are examined. Applications for departmental course-equivalency examinations are filed with the appropriate faculty examiner after approval by the student's advisor, his or her major department chairperson, the chairperson of the department in which the examination is to be administered, and the faculty examiner.

Students may not repeat departmental equivalency examinations and, except for documented medical reasons or personal emergencies, they may not reapply for such examinations in the event that they fail to keep an examination appointment. Examinations must be wholly or substantially written unless the nature of the course makes more appropriate an oral or performance examination. Departments may authorize instructors to administer end of semester examinations which are scheduled during the final examination period when such examinations are adequate measures of total course requirements. After the student has completed an authorized examination, the faculty examiner must file his or her recommendation for course credit with the Office of the Registrar by the final deadline for filing semester grades.

## ACADEMIC HONORS

Academic honors are of three types: University honors, honors in major fields, and semester honors. Students enrolled in all colleges may qualify for University and semester honors. Honors in major fields are awarded at the option of major departments.

### University Honors

The University awards degrees with three levels of distinction upon those graduating students who have exhibited exceptional scholastic records. To be eligible for such honors each student must achieve a minimum grade-point average of 3.00 for all courses completed at the University (or through its auspices under regulations which govern authorized off-campus course work) and must have earned a minimum of 60 semester credits at the University as *upperclass* students. Additionally, the record of each student must qualify him or her for the percentile distributions cited below as applied by each college to its total number of graduating students.

Summa Cum Laude	99th through the 98th percentiles
Magna Cum Laude	97th through the 90th percentiles
Cum Laude	89th through the 75th percentiles

### Honors in Major Fields

In addition to honors which are awarded by the University, honors in major fields may be awarded by the colleges in which students are enrolled or (in the case of continuing education students) by the colleges which exercise academic jurisdiction over the programs in which they are enrolled. Recommendations for such honors are made by the faculty of the student's major department (or by interdisciplinary committees which exercise academic jurisdiction over the student's major studies) for outstanding achievement in the major field. In order to qualify for such honors, the student must fulfill the following requirements:

- Complete a minimum of 24 credits in the major field at the University of Lowell;
- Fulfill any honors requirements as specified by colleges, departments, or interdisciplinary committees in the major field; and



Achieve a grade-point average as specified below:

High Honors	4.00 in all courses which are taken in the major field at the University of Lowell;
Honors	3.50 to 3.99 in all courses which are taken in the major field at the University of Lowell with no course grade in such courses less than "B".

Recognition of honors in the major field shall be noted on the permanent record cards of students and upon baccalaureate diplomas and shall be recorded as (Major specified) with "High Honors" and (Major specified) with "Honors".

### Semester Honors (Dean's List)

At the end of the fall and spring semester, the dean of each college issues a list of students who have achieved distinguished semester records. This list recognizes students who have completed full-time programs (at least 12 credits of which must have been qualitatively graded) with no grade less than "B".



# GRADING POLICIES

## COURSE NOTATION SYSTEM

The following qualitative letter grades are employed by faculty members to characterize the quality of a student's work in a course: "A", "AB", "B", "BC", "C", "CD", "D", and "F" and respectively carry quality points of 4.00, 3.50, 3.00, 2.50, 2.00, 1.50, 1.00, and 0.

- "A" designates that the work done by the student is superior and is of the highest honors quality;
- "AB" designates that the work done by the student is less than superior but is completed with the level of distinction which is higher than the basic honors level;
- "B" designates that the work done by the student is of basic honors quality;
- "BC" designates that the work done by the student is less than honors quality but is better than satisfactory;
- "C" indicates satisfactory work which conforms to the general expectations of the University for baccalaureate study;
- "CD" indicates that the work done by the student is less than satisfactory and below graduation standard but is better than the minimum requirement for passing a course;
- "D" indicates work which meets the minimum requirement for passing a course;
- "F" designates course failure.

In addition to the above qualitative letter grades, the following symbols are also used to designate special enrollment provisions or course statuses and do not affect the student's academic average:

- "P" designates completion with credit of a course which was taken on a "pass-no credit" basis;
- "NC" indicates failure of a course which was taken on a "pass-no credit" basis;
- "S" designates satisfactory completion of a practicum experience course with a grade of "C" or higher;
- "U" indicates unsatisfactory performance in a practicum experience course with a final course grade of less than "C";
- "I" indicates a course which has not been completed;
- "AU" designates that the student has registered for a course on an "audit" basis and has maintained an attendance record throughout the semester which is sufficient to warrant an official recognition of course attendance;
- "W" designates student withdrawal from the University prior to the 41st class day of a semester or from a course during the period from the 10th to the 40th class day;

- “X” designates student withdrawal after the 40th class day of a semester for administratively approved reasons of an emergency or medical nature; and
- “Y” designates administrative dismissal for other than academic reasons.

## Pass-No Credit Course Registration

Students may elect to register on a pass-no credit basis for a maximum of four unrestricted elective courses. These courses are in addition to those completed for the Physical Activities Requirement. A student may not change his or her enrollment status from letter grade to pass-no credit or from pass-no credit to letter grade after the established deadline for adding a course. A pass-no credit course cannot be presented in fulfillment of University Core Requirements, major programs, minor programs, or specifically designated courses of an established curriculum. A grade of “P” indicates that a student’s performance merits an evaluation of “D” or better. “NC” indicates that a course has been failed but that such failure is without prejudice to the student’s cumulative average. Although appropriate credits are granted to students when grades of “P” have been assigned, these credits are not qualitatively weighted and hence do not affect a student’s academic average.

## Satisfactory-Unsatisfactory Course Registration

Certain courses (e.g., practicum experiences, advanced seminars, and directed studies) may be graded as satisfactory or unsatisfactory. A grade of “S” indicates that a student’s performance merits an evaluation of “C” or better. “U” indicates a course evaluation of less than “C”. Although appropriate credits are granted to students when grades of “S” have been assigned, these credits are not qualitatively weighted and hence do not affect a student’s academic average. A grade of “U” indicates that attempted course credits have not been granted and is awarded without prejudice to a student’s cumulative average.

## Incompleted Courses

The letter symbol “I” (incomplete) is a temporary notation which is assigned for incomplete work in courses when the records of students have been satisfactory but for legitimate reasons a minor portion of their course work remains to be completed or when the course records of students justify the expectation that they will obtain a passing grade but for emergency reasons they have been absent from the final course evaluation. Any missed final examination or other final course evaluation requires a student explanation within 48 hours so that the instructor can file the proper course notation with the Office of the Registrar. A student who has evidenced an unsatisfactory course record, who has failed to complete a major portion of an instructor’s course requirements, or who fails to provide an instructor with a satisfactory reason for absence from a final examination or final course evaluation within the specified 48 hour period may not be assigned the letter symbol “I”. Responsibility for making arrangements with an instructor to complete all outstanding course work rests entirely with the student, who must complete all course work in sufficient time to permit an instructor to file a final course



grade no later than one month after the date on which the succeeding semester begins.

## Permanent Course Notations

Instructors who file letter symbols of "I" also must file an end of course letter grade which will be assigned in the event that incompleted course work is not made up by the student prior to the established deadline. At the end of the official make-up period (or, in the event of a substantiated student emergency, at the end of an extended make-up period), the Office of the Registrar will convert the temporary notation of "I" to the appropriate permanent symbol. This permanent notation will be one of the following: (1) a letter grade which has been filed by an instructor during the grading period of the previous semester to designate the final course standing of a student who has failed to make up incompleted course requirements, (2) a letter grade which is filed by an instructor at the end of the make-up period to designate the final course standing of a student who has make up incompleted course requirements, or (3) the letter symbol "X" which the dean of the college in which the student is enrolled as a degree candidate may authorize, upon consultation with full-time course instructors, to designate that a student has withdrawn from the University after the end of the semester for documented reasons relating to a medical or personal emergency. (Cf. "University Withdrawal After the End of the Semester.")

## Extension of Make-up Period

Limited extensions of the make-up period may be granted to students for serious medical reasons and for documented personal emergencies. Requests for such extensions are approved by the dean of the college in which students are enrolled as degree candidates and must be filed no later than one calendar week preceeding the established deadline for instructors to submit final grades for incompleted courses. The maximum period for which an extension may be granted is the end of the semester following the assignment of "I" notations.

## Audited Courses

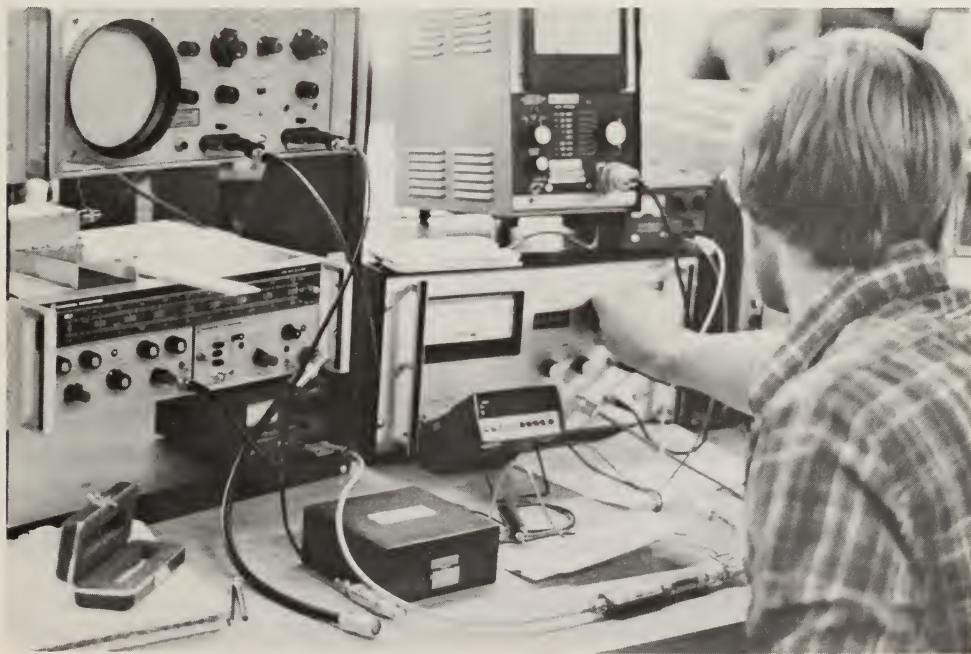
A student may enroll in credit courses as an auditor with appropriate approval. Forms and instructions for registration as an auditor may be obtained from the Office of the Registrar. No charge is levied on full-time students for audited courses. No credit or grade will be recorded for an audited course, but the symbol "AU" may be listed on the permanent record card at the request of the course instructor when he or she judges that the student has exhibited satisfactory attendance. A change from auditor to credit status, or from credit status to auditor, may not be made after the deadline for adding a course.

Credit may not be earned in courses which have been audited except by re-enrollment in and completion of the course with a passing grade. Students who have audited a course subsequently may not earn credit in the same course through tests of the College Level Examination Program or through other authorized examination procedures for course challenge.

## GRADE CHANGES

At the end of each semester, the Office of the Registrar mails a grade report to each student. This report constitutes official notification of grades received. All course grades become a part of the student's official record upon instructor assignment and may not be changed except as specifically provided by University procedures. Corrections of grade-point averages automatically are authorized when erroneous grade reports are corrected by instructors and when specific courses are deleted from grade-point averages under provisions of University regulations governing repeated failed courses, change of enrollment status as an intercollegiate transfer within the University, and expiration of degree credits.

*Students who believe that mistakes have been made in assigning or recording course grades should notify instructors as soon as possible after receiving their grade reports but in no case at a time later than the deadline established for making grade corrections.* The deadline for instructors to correct an erroneous grade report is one calendar month from the beginning of the semester following the filing of an erroneous grade. It is the responsibility of students to notify instructors of erroneous grades as soon as they have received final grade reports from the Office of the Registrar. Changes of grades other than the filing of grades for incompleted courses require the endorsement of the appropriate college dean. Grade changes may not be made on a student's permanent record card after the deadlines cited above unless such changes have been authorized by appropriate college deans prior to the expiration of the correction deadline. Accordingly, students who experience difficulty in contacting faculty members for the purpose of questioning assigned grades should consult the appropriate college dean prior to the expiration of the correction deadline.





# WITHDRAWAL AND DISMISSAL POLICIES

## WITHDRAWAL FROM COURSES

“W” and “X” are not academic grades but administrative symbols which indicate that a student has been authorized to withdraw from courses. These symbols, which are entered upon the student’s permanent record card without prejudice, may be authorized only by the Registrar in accordance with established policies of the University and only upon student request. Accordingly, they may not be assigned by instructors as characterizations of student failure to fulfill course requirements or to satisfy classroom commitments.

### Course Withdrawal Through the 40th Class Day

Students who desire to withdraw from courses with notations of “W” during the period from the 11th to the 40th class day of a semester must secure the signatures of advisors and course instructors on official course drop cards and must file these forms with the Office of the Registrar no later than the 40th class day. Students who do not complete the process of withdrawal by the 40th class day will not be assigned course notations of “W”, will be subject to all instructor course requirements, and will receive final course grades. Since it may take several days to secure necessary faculty signatures, and since such unforeseen circumstances as late trains, automobile breakdowns, and faculty absences unexpectedly may extend the period during which a student has planned to complete the withdrawal process, a student who delays his or her course withdrawal until the end of the withdrawal period may discover that it is impossible to comply with the withdrawal deadline of the 40th class day. Students may not withdraw from courses without authorization from college deans and the Associate Vice President for Instruction or his designee when such withdrawal will result in a course load of less than 12 credits. (Cf. “Course Load Policies.”) Students who withdraw from all courses are required to withdraw from the University. Students receiving benefits from the Veterans Administration are not permitted to reduce their course loads below the full or part-time levels which they have reported to the Veterans Administration. Procedures for withdrawal from a course of 8 weeks duration are the same as those for regular courses, except that the 40th class day is designated as the class meeting which corresponds to 4/7’s of scheduled contact hours. Course withdrawal from apprentice teaching is subject to special requirements of the College of Education.

### Course Withdrawal After the 40th Class Day

Course withdrawal after the 40th class day of a semester ordinarily requires withdrawal from the University but may be authorized for less than a student’s full program if there are extenuating circumstances relating to illness or critical personal emergency. A student who has remained in class after the 40th class day and has fallen behind in his or her course work for reasons of illness or critical personal emergency should consult with the course instructor concerning the possibility of receiving a course evaluation of “I” (incomplete) prior to initiating a petition to withdraw. A student who has been advised that a course evaluation of “I” is not possible must file an academic petition,



together with appropriate documentation, with the dean of the college in which he or she is enrolled. Following a review of the student's petition and verification of attached documentation\*, the dean of the college may permit the student to secure the signature of his or her faculty advisor and to solicit the endorsement of the course instructor. The approved petition must be filed with the Office of the Registrar prior to the first day of final examinations. A student who fails to complete all course withdrawal procedures prior to the first day of the examination period will be denied permission to withdraw from a course with a notation of "X" and must be graded.

Additional authorization of the Associate Vice President for Instruction or his designee is required for an academic petition which requests permission for a final course load of less than 12 credits. (Cf. "Course Load Policies.") Students receiving benefits from the Veterans Administration are not permitted to reduce their course loads below the full or part-time levels which they have reported to the Veterans Administration. Procedures for withdrawal from a course of 8 weeks duration are the same as those for regular courses, except that the 40th class day is designated as the class meeting which corresponds to 4/7's of scheduled contact hours. Course withdrawal from apprentice teaching is subject to special requirements of the College of Education.

## WITHDRAWAL FROM THE UNIVERSITY

All students who desire to withdraw from the University are required as a minimum expectation to discharge all financial obligations to the University, to return all University property, to have a conference with the Dean of Students, and to file a written notification of withdrawal with the office of the Registrar. Since the date of official withdrawal as recorded by the Office of the Registrar is one basis of any claim for tuition refund and may be of importance in determining subsequent legal or student insurance claims, students should process withdrawal papers in person prior to leaving the University. Students who absent themselves from the University without officially withdrawing will remain on class rosters until they officially withdraw from the University or until the end of the semester. Students who remain on class rosters after the 40th class day will be assigned final course grades which characterize satisfaction of their instructor's course requirements (presumably failing grades) and subsequently may be denied readmission to the University for inadequate scholarship. The date on which a withdrawal request is filed with the Office of the Registrar is the date on which withdrawal is academically effective and constitutes the basis for final course notations.

Since students who are recipients of benefits from the Veterans Administration may not process withdrawals from the University which violate their compulsory declarations of classroom attendance, the University may postpone or deny student requests for withdrawal to assure institutional compliance with regulations of the Veterans Administration. Recipients of veterans benefits are warned that they must receive course grades when their

\*The assistance of the Dean of Students may be solicited in securing verification of medical and legal documents.

requests to withdraw from the University have been filed after deadlines of the Veterans Administration for processing changes of declared benefit status or when their dates of withdrawal will conflict with declarations of classroom attendance.

### University Withdrawal Through the 40th Class Day

Students who register for courses and who withdraw from the University prior to the first day of classes of a semester are withdrawn without record. Students who register for courses and who withdraw from the University from the 1st to the 40th class day of a semester are withdrawn with course notations of "W".

### University Withdrawal After the 40th Class Day

A student who withdraws from the University during the period from the 41st class day to the end of the semester must be graded by all course instructors unless he or she is authorized to withdraw for documented reasons of extended illness or extended personal emergency. A student who wishes to withdraw temporarily or permanently from the University after the 40th class day of a semester for such reasons must file an academic petition, together with appropriate documentation, with the dean of the college in which he or she is enrolled. Following a review of the academic petition and verification of attached documentation\*, the dean of the college may permit the student to secure the signature of his or her faculty and to solicit the endorsement of course instructors. The completed petition, which must be filed with the Office of the Registrar prior to the student's departure from the University, authorizes notations of "X" only for courses from which withdrawal has been endorsed by course instructors. Permission to withdraw from a course will not be arbitrarily denied by an instructor, who shall communicate his or her reasons for denial to the college dean and to the student.

\*The assistance of the Dean of Students may be solicited in securing verification of medical and legal documents.

### University Withdrawal After the End of the Semester

A student who has unofficially withdrawn from the University for reasons of extended illness or extended personal emergency and (for good and sufficient reasons acceptable to the dean of his or her college) has been unable to officially withdraw from the University before the end of the semester may petition to withdraw from all courses with symbols of "X". Such a student must file an academic petition (together with supporting documentation of the medical or personal emergency which is alleged to have necessitated his or her unofficial absence) no later than the established deadline of the following semester for filing grade changes for the semester of unofficial withdrawal. (Cf. Academic Calendar.) This petition must be filed with the Registrar, who will forward all submitted materials to the appropriate college dean for his or her decision. Following a review of the academic petition and verification of attached

documentation\*, the dean shall consult with full-time course instructors and shall forward his or her decision to the Registrar, who shall notify the student of the dean's decision. A student who has been the recipient of benefits of the Veterans Administration may petition to withdraw from the University after the end of the semester only when he or she has been provided with written authorization from the Veterans Administration.

\*The assistance of the Dean of Students may be solicited in securing verification of medical and legal documents.

## ADMINISTRATIVE DISMISSAL FROM THE UNIVERSITY

A student may be administratively dismissed from the University through cancellation for registration for due cause, through expulsion for academic dishonesty, and through disciplinary procedures for violations of good conduct. For information concerning disciplinary procedures which govern violations of campus conduct, cf. "Student Regulations," Bulletin of Undergraduate Studies: General Catalogue.

### Non-Academic Dismissal

Administrative dismissal may be invoked when a student fails to comply, *after due notice*, with an administrative requirement of the University. Official notation of an administrative dismissal is noted on the permanent report card by the symbol "Y", which is entered for each course which has been carried by the dismissed student. Reinstatement of a student who has been administratively dismissed may be made only by application for readmission with the Office of Admissions and only when the condition which has necessitated administrative dismissal can be ameliorated to the satisfaction of University officials. Examples of some conditions which may justify administrative dismissal are as follows:

Forgery or fraudulent use of University records, documents, or forms;

Non-payment of tuition, board, room charges, student fees, library fines, overdue University loans, and other official University fiscal obligations;

Failure to comply with duly authorized administration order relating to the safety of persons or the protection of University property;

Failure to submit necessary health forms as required by University Health Services; and

Failure to withdraw from the University after certification of a physical health or mental health program of a hazardous nature.

### Academic Expulsion

Students who have evidenced academic dishonesty may be administratively expelled from the University. University departments and colleges have established procedures for adjudicating charges of academic dishonesty and for establishing penalties up to and including administrative dismissal. The following definitions are provided for the information of all students and constitute official notice of unacceptable academic behavior.



**Cheating** is defined as (1) misrepresenting academic work which has been done by another as one's own efforts — whether such misrepresentation has been accomplished with or without the permission of the other individual, (2) utilization of prohibited assistance (whether in the nature of a person or a resource) in the performance of assignments and examinations, and (3) copying of another student's work or the giving or receiving of information or answers (whether verbally or in writing) during an examination.

**Plagiarism** is defined as (1) direct quotation or word for word copying of all or part of the work of another without identification or acknowledgement of the quoted work, (2) extensive use of acknowledged quotation from the work of others which is joined together by a few words or lines of one's own text, (3) an abbreviated restatement of someone else's analysis or conclusion, however skillfully paraphrased, without acknowledgement that another person's text has been the basis for the recapitulation, and (4) the use of an apt term or phrase which is taken from another's text and is inserted into one's own work without acknowledgement of the source.

A student who makes use of the services of a commercial term-paper company is in violation of University regulations concerning cheating. In the event that the penalty for academic dishonesty has been specified as expulsion, such action shall be with academic prejudice and shall entail failure in those courses in which dishonesty has taken place.



# ACADEMIC STANDING

## DETERMINATION OF ACADEMIC STANDING

Academic standing and eligibility for a baccalaureate degree are determined by the quality of the student's course work. To ascertain an individual's academic standing, the University uses a quality-point system, each qualitative grade having an equivalent numerical value. A grade of "A" has a value of 4.00, a grade of "AB" a value of 3.50, a grade of "B" a value of 3.00, a grade of "BC" a value of 2.50, a grade of "C" a value of 2.00, a grade of "CD" a value of 1.50, a grade of "D" a value of 1.00, and a grade of "F" a value of 0. Quality points are computed by multiplying the course credit by the numerical value of a qualitative grade assigned. For instance, a 3 credit course completed with a grade of "BC" would carry 7.50 quality points (3x2.50). The grade-point average is obtained by dividing the total number of quality points earned by the total number of credits completed and graded with those qualitative grades which are cited above.

Each student is subject to the following grade-point requirements # for the specified numbers of completed course hours:

Course Hours Completed*	Grade-Point Averages for Satisfactory Standing†	Grade-Point Averages for Academic Warning†	Grade-Point Averages for Academic Suspension†
12-30	1.500	1.400-1.499	1.399 or below
31-45	1.600	1.500-1.599	1.499 or below
46-60	1.700	1.600-1.699	1.599 or below
61-75	1.800	1.700-1.799	1.699 or below
76-90	1.900	1.800-1.899	1.799 or below
91-graduation	2.000	1.900-1.999	1.899 or below

# The cited grade-point averages are *minimum* University requirements. Individual colleges or departments may establish higher requirements.

\*Included in Course Hours Completed are all course credits which have been granted (including credits awarded through transfer and challenge by examination, course credits which have been awarded with qualitative letter grades, and credits awarded with non-qualitative grades of "P" and "S") and all hours of course work which have been failed with the qualitative letter grade of "F." Courses which have been failed and which carry the nonqualitative symbols "U" and "NC" are not included in the computation of Course House Completed.

† Specified Grade-Point Averages are computed solely on the basis of those courses completed at the University of Lowell (or through University auspices within policies governing authorized off-campus study) which have been qualitatively evaluated with the following letter grades: "A", "AB", "B", "BC", "C", "CD", "D", and "F."

## REVIEW OF ACADEMIC RECORDS

For the purpose of determining satisfactory academic standing, academic warning, and academic suspension, the record of each student is routinely

analyzed. The records of all entering freshmen students are initially evaluated at the end of the semester in which they have attempted their first 12 credits at the University. The records of all entering transfer students are initially evaluated at the end of the semester in which these students have attempted their first 18 credits at the University. Entering freshmen and transfer students who are permitted to initiate their University studies with summer school day courses should note that credits attempted in University summer sessions are included in calculations for the fall semester. Entering students who have initiated their University studies in authorized summer school courses are not permitted to invoke the regulation concerning course repetition for the purpose of grade substitution prior to the initial evaluation of their academic standing. Subsequent to these initial evaluations, the records of all full-time students, including students who have been granted reduced load status, are evaluated at the end of each semester. The records of matriculated students in the Second Chance Program for Adults are evaluated at the end of each semester in which they have attempted each additional 12 credits. Continuing education and summer school courses and authorized off-campus courses are included in appropriate end-of-semester calculations. The following regulations governing academic warning, suspension, and probation are applicable as stated to all students.

## ACADEMIC WARNING

A student whose cumulative grade-point average falls below the minimum University requirement for course hours completed by no more than 0.10 is placed on academic warning and is so informed. A full-time student who has been placed on academic warning and who has not attained satisfactory standing by the end of the following full-time semester is suspended from the University. A matriculated student in the Second Chance Program for Adults who has been placed on academic warning is required to achieve satisfactory standing by the end of the semester in which the next 15 credits have been attempted following his or her notification of academic warning. Students who have been placed on warning that their academic achievement is deficient should consider the desirability of declaring another major or of transferring to another college within the University. Intercollegiate transfer is not permitted for suspended students who petition for readmission with probationary status.

## ACADEMIC SUSPENSION

A full-time student, reduced-load student, or matriculating student in the Second Chance Program for Adults whose cumulative grade-point average at the end of any semester falls below the minimum University requirement for course hours completed by more than 0.10 is immediately suspended. A student who has been suspended is prohibited from enrolling in any program of the University, including credit courses of continuing education and summer sessions of the University.

## ACADEMIC PROBATION

A student who has been suspended from the University is entitled to apply to the Office of Admissions for readmission as a probationary student in accordance with procedures enumerated under the admission policy heading



“Readmission Procedures.” (Cf. Bulletin of Undergraduate Studies: General Catalogue.) Students who are readmitted on probation will receive a letter from the academic standards committee which specifies their probationary course load (not less than 12 credits for other than Second Chance students) and the semester average which they must achieve during their probationary semester in order to achieve satisfactory academic standing. Second Chance students who are readmitted on probation are subject to the same policies which govern full-time students, except that academic standards committees may specify a period of part-time probationary studies at the end of which the student shall have achieved satisfactory academic standing or shall be dismissed. Probationary students are prohibited from holding student offices and from representing the University in athletic or other activities.

A student who achieves the required semester average during his or her probation is automatically reinstated as a student in satisfactory academic standing. A student whose semester average falls below the required semester average by no more than 0.10 may be granted an extension of the probationary period for one additional semester. Such extension of probation, if granted, will be made by the appropriate academic standards committee during the period between semesters. Students who are granted such extensions will be notified in writing prior to the beginning of classes for the following semester that they have been granted an additional semester to achieve satisfactory academic standing. Students who fail to achieve satisfactory academic standing and are not granted extensions of their probations by the appropriate academic standards committees and students who are granted such extensions and fail to achieve satisfactory academic standing are permanently dismissed from the University and are subsequently barred from attending both day and evening courses.

Students who have been readmitted on probation may not invoke University regulations which govern course repetition for the purpose of deleting “F” grades from cumulative averages.\* Nor may they withdraw from any course unless they withdraw from the University with permission of the college dean for reasons of emergency or for medical reasons. A probationary student who withdraws from any course without authorization of the college dean cannot by definition satisfy the conditions of his or her probation and will be permanently dismissed from the University at the end of the current semester of enrollment.

Probationary students who receive course evaluations of “I” (incomplete) and who fail to make-up their work prior to the beginning of the next semester are advised that they may not qualify for extension of their probation, may not register for nor attend University courses (including continuing education courses), and may not receive authorization to pursue off-campus studies until such time as a final determination of their status has been made. Accordingly,

\*Following the attainment of satisfactory academic standing and removal from probation, a student who has failed a course during the two semesters preceding suspension and has repeated and passed such a course during his or her probationary period may retroactively invoke the provision which permits deletion of the course failure from the cumulative grade-point average.

probationary students are advised that they should not delay completion of course work until the make-up deadline which has been established for students in satisfactory standing unless they wish to postpone resumption of their studies. Students who have received permission of a college dean to extend their make-up period should understand that such authorized extension does not waive the requirement for a final determination of academic standing which is based upon grades for all probationary courses.



# REGISTRATION & COURSE ENROLLMENT POLICIES

## SEMESTER REGISTRATION

All students are required to register for courses during periods which are officially designated for registration and preregistration unless they have been authorized to make other arrangements by the dean of the college in which they are enrolled. Non-matriculated students are permitted to enroll for course loads only as specified by their conditions of admission. Except for part-time students in the Second Chance Program, all matriculated students should register for course loads which comply with recommended courses of study and must comply with the following policies concerning semester course loads and reduced load status.

Students are required to register in person at the beginning of each semester during the designated registration period. A student has complied with the registration requirement when he or she has had a schedule of lecture, recitation, and laboratory work approved by his or her advisor, has filled in the processed the forms provided by the Registrar's Office, and has paid the required fees. Students are not enrolled in classes for which there are not properly registered. A copy of the semester schedule listing all courses for which a student is registered is mailed to each student at his or her University mail box and constitutes official notification of semester program. Students who believe that errors have been made in their registrations should consult with the Office of the Registrar prior to the deadline for adding courses. *Students who do not check their mail boxes and accordingly fail to correct scheduling errors by established deadlines may not expect to have University regulations waived for their benefit.*

## SEMESTER COURSE LOADS

The typical course load expectation for full-time students is 15 credits. Professional curricula may specify credits in excess of this number, in which case such specifications are regarded as regular course loads.

### Maximum Credit Loads

Students may enroll for course loads in excess of 15 credits but are advised that course loads in excess of the number of credits specified by recommended courses of study may not be in their academic interests when their grade-point averages are less than 3.00. Unless specified as part of an established course of study, course loads in excess of 15 credits are recommended for enrichment purposes only and should be taken as pass courses. In any event, a student is prohibited from registering for course loads in excess of 18 credits unless such loads are required by established University curricula or unless special permission has been granted by the dean of the college in which the student has established matriculation. Students who are enrolled in curricula which do not require a semester course load in excess of 18 credits and who wish to obtain permission to carry such an overload must file an academic petition with the dean of the college in which they have established matriculation. Students who register for course loads in excess of 18 credits (including



continuing-education courses) without the prior authorization of the dean of the college in which they have established matriculation will not receive credit for more than 18 credits per semester and the college dean shall determine which course(s) shall receive the administrative symbol(s) of "Y".

### Minimum Credit Loads

Matriculating students are classified as full time when they carry a course credit load in University day programs which is specified by their curricula. Full-time students are required to register for a minimum of 12 credits each semester and, unless subsequently granted reduced load status, to remain registered for 12 credits at all times.

### Reduced Load Status

Upon the written recommendation of college deans, full-time students may petition the Associate Vice President for Instruction or his designee for exemption from the minimum course load requirement for reasons involving health or critical personal and academic problems. Such petition may be filed up to the 40th class day of the semester but cannot be made more than twice during a student's undergraduate career. Permission to carry a reduced load does not waive the requirement for completing degree requirements within ten full-time semesters unless subsequent permission to extend the undergraduate period of study is granted by the dean of the college in which the student is matriculated.

Students who have been granted reduced load status are subject to all fees and academic regulations which are in effect for full-time students. Reduced load students are advised that they are not eligible for tuition refunds, that their financial aid eligibility may be jeopardized, that they may not participate in varsity athletics, and that they must maintain satisfactory academic standing at the end of the semester during which a reduced load is authorized.

### REPEATED COURSEWORK

When his or her competence has been demonstrably inadequate, a student who has been granted transfer credit (and on this basis has been assigned to advanced courses for which the transferred course is a prerequisite) may be advised to repeat such transferred work at the University or to take a more elementary course than that which has been transferred. Permission to repeat a transferred course is granted by filing an academic petition form with the dean of the college. Since credit may not be granted more than once for the completion of any course, a condition for filing such a petition is the simultaneous filing of a request to revoke recognition of the previously transferred course.

### Failed Required Courses

Except for courses of a professional nature which regulations of a college may designate as being non-repeatable, students must repeat and pass all required courses which they have failed. Courses in which "F" grades have been received must be repeated and passed before students may take courses for which those failed are prerequisites. A course which is failed but is not required for a student's program need not be repeated, but other course work

must be taken when a student's total degree program will fall short of the specified credit hours for degree requirements. Unless a failed course is repeated within the provisions of the following regulation, both the original failing grade and the repeated course grade are counted in computing grade-point averages.

## Grade Substitution

Except for courses which are designated as being non-repeatable, students may substitute passing grades for repeated failed courses in the computation of their cumulative grade-point averages as provided by the following regulation. Non-probationary students must repeat courses under this regulation within the next two semesters of attendance following their course failures. Although probationary students may not invoke the grade-substitution provision during their periods of probation, they may retroactively invoke the provision during the semester immediately following removal from probation for all courses which they have failed during the two semesters preceding their suspensions and which they have repeated while on probation. Students who have completed their probationary periods satisfactorily also may repeat during the following semester courses which were failed during the two semesters preceding suspension but which were not repeated while on probation.

Students entering the University as freshmen or transferring to the University with less than 60 semester credits are permitted a maximum of 10 semester credits of course repetitions for the purpose of substituting grades for previously failed courses in the computation of their cumulative grade-point averages. Transfer students who are admitted with 60 or more semester credits are permitted a maximum of 7 semester credits of course repetitions for this purpose. The number of actual course repetitions which are permitted for any student depends upon the number of credits which are allocated to those courses which he or she wishes to repeat. For instance, a student who has entered the University as a freshman may repeat 3 credit courses three times or a 4 credit course two times. However, such a student may not repeat both a 3 credit and a 4 credit course two times since such repetitions exceed the maximum number of semester credits which may be repeated for the purpose of substituting grades for repeated failed courses.

When students register for courses which they wish to repeat under the provisions of this regulation, they must notify the Registrar at the time of registration for the fall or spring semester, or at the time of registration for University summer sessions. Provisions of this regulation apply only to courses which are offered at the University of Lowell and accordingly may not be extended to courses which may be authorized for completion at other institutions. A course substitution is not permitted under the provisions of this regulation unless a course has been dropped as a University offering and an alternate course has been authorized as a suitable substitution by the chairperson of the department which offered the course to be repeated. Once a student has reached the credit limitations which are cited above, no further courses may be repeated for the purpose of substituting repeated course grades for previous failures in the computation of his or her cumulative grade-point average.

## CONTINUING-EDUCATION & SUMMER-SCHOOL COURSES

Individuals who have been admitted to day colleges for baccalaureate studies and who are currently enrolled in such colleges of the University (or who have been so enrolled within the previous two semesters and accordingly are subject to curriculum requirements in effect during the period of their previous enrollment) may be permitted to register for continuing-education and summer-school courses of the University if (1) they have secured prior approval of chairpersons as required by the registrar's form for authorization of continuing-education and summer-school courses, and (2) they have filed the authorization form for *each* approved course with the appropriate University office of continuing education or summer school. Students who have previously transferred to the University should consult residency regulations before seeking authorizations for these courses.

Authorized continuing-education and summer-school courses are listed on the permanent record cards of students and all grades received are computed in the determination of their grade-point averages. Unauthorized courses may not be taken for credit and are listed on the permanent record card as having been audited. Satisfaction of the minimum residency requirement of 30 credits of full-time study in University day courses and the minimum requirement of 15 credits in regular University course work within major departments for each major pursued cannot be satisfied through registration in continuing-education courses.

## OFF-CAMPUS STUDY

Individuals who have been admitted to day colleges for baccalaureate studies and who are enrolled currently in such colleges of the University (or who have been so enrolled within the previous two semesters and accordingly are subject to curriculum requirements in effect during the period of their previous enrollment) may be permitted to apply off-campus courses to their degree programs when they comply with established procedures. Off-campus courses may be taken in accredited institutions only and ordinarily should be taken at baccalaureate colleges or universities. Permission to pursue off-campus courses in accredited associate degree institutions may be granted only for courses which are to be presented for lower-division requirements of University of Lowell curricula. All off-campus courses must be taken under the regular grading system and may not be taken on a pass-no record basis.

## Full University Recognition

Courses which are taken off campus may be treated as courses completed at the University if courses have been approved in advance and have been completed within course evaluation systems which are comparable to those letter grades of the University which carry quality-point designations. In order to achieve full recognition of such off-campus courses, a student must file a declaration of intent (together with appropriate endorsements by the student's faculty advisor, the chairperson of the major department, and chairpersons of departments offering those courses for which the contemplated courses are to be offered as substitutes) with the Office of the University Registrar prior to the initiation of off-campus courses. A separate declaration must be



filed for each course to be taken. Upon receipt of an official transcript of record, the Office of the University Registrar will record the full report concerning all authorized courses (including courses which have been failed) upon the student's permanent record card and will compute all grades for off-campus courses into the student's cumulative grade-point average. It is the responsibility of the student to arrange with the office of the off-campus registrar for the forwarding of his or her official transcript to the University of Lowell prior to the end of his or her off-campus courses and to confirm the receipt of such transcript by the Office of the Registrar of the University of Lowell.

## Transfer Recognition

Courses which have been completed off campus without the prior approval of faculty and/or department chairpersons and/or without prenotification of the Office of the University of Lowell Registrar subsequently may be recognized as transferred courses without quality-point designations if they have been completed with grades of "C" or better. Students wishing to receive recognition of such completed courses must petition the chairperson of their major department and the chairperson of the department offering those courses for which the completed off-campus courses are offered as substitutes and must file an approved academic petition with the Office of the Registrar *prior to the end of the semester which follows their completion of the off-campus courses.*

## Restrictions Concerning Off-Campus Study

Freshmen are not permitted to pursue off-campus courses until such time as an initial evaluation of their academic progress at the University has been made. Students who have transferred to the University with 60 or more semester credits, who have transferred with an associate degree, or who have been admitted from another institution with a baccalaureate degree to pursue a second bachelor's degree are not permitted to pursue off-campus studies. Students who combine University courses with off-campus courses during the regular academic year are subject to the restrictions concerning semester course loads.

## Full-Time Off-Campus Study (Year Abroad and Visiting Student Programs)

Although off-campus courses generally are authorized on a part-time basis during the fall and spring semesters, they also may be authorized on a full-time basis for those students who have completed (or who will complete prior to graduation) three years of full-time study at Lowell (earning not less than 90 semester credits) and who wish to pursue their junior year abroad or who wish to complete their junior or senior year as visiting students at another baccalaureate institution while completing a Lowell degree. To receive authorization for such full-time, off-campus study, students must comply with the procedures described above under the subheading "Full University Recognition." Since some colleges of the University do not permit full-time off-campus study, students should ascertain the policy of their college before pursuing arrangements with other institutions for such study. Students who wish to pursue full-time off-campus studies are advised that they must satisfy residen-

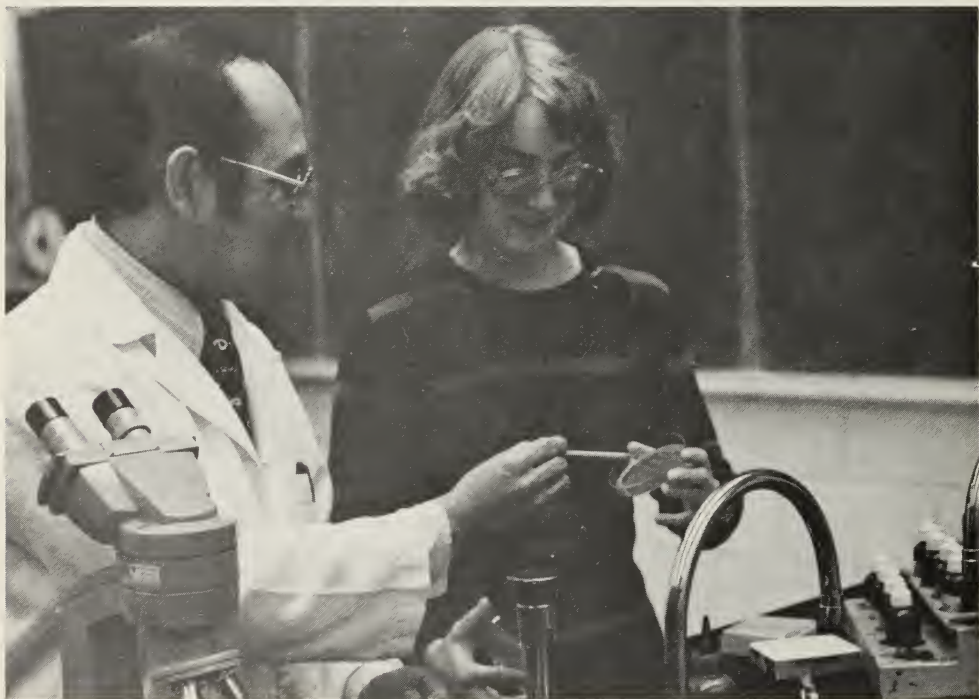
cy regulations concerning courses in the major field. (Cf. "General Degree Requirements: Residency Requirements.")

## SPECIAL MATRICULATION STATUS

Individuals who have qualified for part-time studies in the Second Chance Program for Adults and candidates for baccalaureate degrees in day colleges who have less than 12 credits to complete and who have been granted permission to carry part-time programs are classified as special matriculating students. Students who have less than 12 degree credits to complete may not petition for special matriculation status if they have perviously carried reduced course loads for two semesters, and they may not be granted such status for more than two semesters. Special matriculating students pay limited fees and qualify for part-time tuition rates. Individuals who have been absent from the University for one or more semesters and who have completed all degree requirements but have not filed for a degree must apply for readmission through the Office of Admission for the purpose of obtaining a degree. Such individuals also are classified as special matriculating students but are subject to admission and graduation fees only.

## CALENDAR DEADLINES FOR CHANGES OF COURSE ENROLLMENT STATUS

The last day for students to add a course, to change sections within a course, and to change enrollment status from audit to credit or from credit to audit and from pass-no credit to letter grade or from letter grade to pass-no credit is the 10th class day of the semester. The last day for dropping a course without penalty (with a course notation of "W") is the 40th class day of the semester.



# ADVISORY SYSTEM, COURSE REQUIREMENTS, AND ATTENDANCE POLICIES

## ADVISORY SYSTEM

Academic advising is performed by full-time faculty members. Students who have been accepted by departments for academic or professional majors receive their academic advising from a member of their major department or, in the case of students pursuing interdisciplinary majors, from members of an appropriate interdepartmental committee. Students who have not made declarations of their major fields are assigned faculty advisors from within the college in which they are enrolled. Entering students are advised during the period of initial registration by a cadre of faculty advisors and are subsequently assigned advisors on the basis of their declarations of major subject. If an advisor has not been assigned by the beginning of the advisory period for the student's second registration, the student should immediately reveal this fact to the dean of the college in which he or she is enrolled.

The faculty advisor assists the student in developing a program of courses prior to semester registration and in formulating a program of studies leading to a degree and generally provides whatever guidance and assistance a student may require in making appropriate academic decisions throughout his or her period of baccalaureate studies. However, each student is personally responsible for complying with all rules and regulations of the University and is solely responsible for completing all degree requirements.

The advisor maintains records showing the program of study for each of his or her assigned students, including subjects taken, grades received, and changes of contemplated programs. For the purpose of providing appropriate academic advising, each faculty member is available for consultation throughout the semester. Faculty members maintain three office hours per week on three different days during periods in which classes are scheduled and maintain a minimum of five office hours per week in accordance with University requirements during periods of student advisement for course registration. Schedules of faculty office hours are published by departments for their members and the schedule of office hours for each faculty member is posted in such a manner as may be observed easily by students.

## COURSE REQUIREMENTS

Within those policies which are listed below, faculty members are permitted to establish their examination and course requirements.

### Course Examination Policies

Final examinations are generally expected for undergraduate courses of the University, but instructors may substitute other types of evaluation when in their judgment such substitution appears necessary or desirable and has been specified by their statements of course expectations. Final examinations may not be given at a place or time other than those which have been specified by



the Registrar. With the exception of practical examinations for laboratory courses or sections, no examination (including written and oral examinations, take-home examinations, and music juries) may be scheduled during the last week of classes. Final take-home examinations, may be submitted to instructors during the final examination period only. It is the responsibility of the instructor to notify each student concerning the time and place for submitting take-home examinations. Exceptions to examination regulations may be granted by the appropriate college dean upon the recommendation of the concerned department chairperson.

### Instructor Course Requirements

Prior to the end of the first full week of classes of a semester, each instructor shall distribute a written statement of his or her course requirements to all class members. This statement must include a specification of the number and types of course evaluations to be employed throughout the semester and a definition of course attendance policy. One copy of this statement is deposited with the instructor's department chairperson for information purposes.

Normally, a minimum of three evaluations of student progress (written or oral examination, written reports, recitations, laboratory techniques and reports, jury or performance evaluations) should be made in each course, at least one evaluation being required during each half semester. Upon the request of a student, an instructor is required to provide a statement of the student's course progress. Prior to the last date for withdrawing from courses, student's who are in danger of receiving "D" or "F" grades either shall be so notified by the instructor or shall be in possession of such course evaluations as will permit such students to reasonably infer their course progress and academic jeopardy.

## ATTENDANCE POLICIES

Although the University does not require class attendance as a matter of institutional policy, course instructors have the option of establishing required attendance in their courses and of specifying penalties for student violations of such attendance requirements. Colleges also have this option and sometimes have adopted attendance policies for introductory courses and specialized learning situations.

### Instructor Attendance Policies

At the beginning of each course, the instructor will inform students of any specific attendance regulations which affect that particular course.

### Attendance Requirements of the Veterans Administration

In compliance with the requirements of the Veterans Administration, all recipients of Veterans benefits, including eligible children of veterans, must certify their attendance at the University under penalty of perjury by the following procedures:

On the first Monday of each month, or on the following day if Monday is a holiday, each recipient of VA benefits is required to register his or her attendance at the office of the dean of his or her college. This procedure is

also repeated on the third Monday, or on the following day if Monday is a holiday. All changes in status of the VA recipient also must be reported.

Failure to register attendance will be reported immediately by the College Dean to the Registrar, who will attempt to contact the student personally. If no satisfactory response is elicited for failure to register within one week of the reporting date, or if the Registrar is unable to reach the student at his or her official residence, the Registrar will inform the Office of the Veterans Administration that the University is unable to verify this student's attendance.





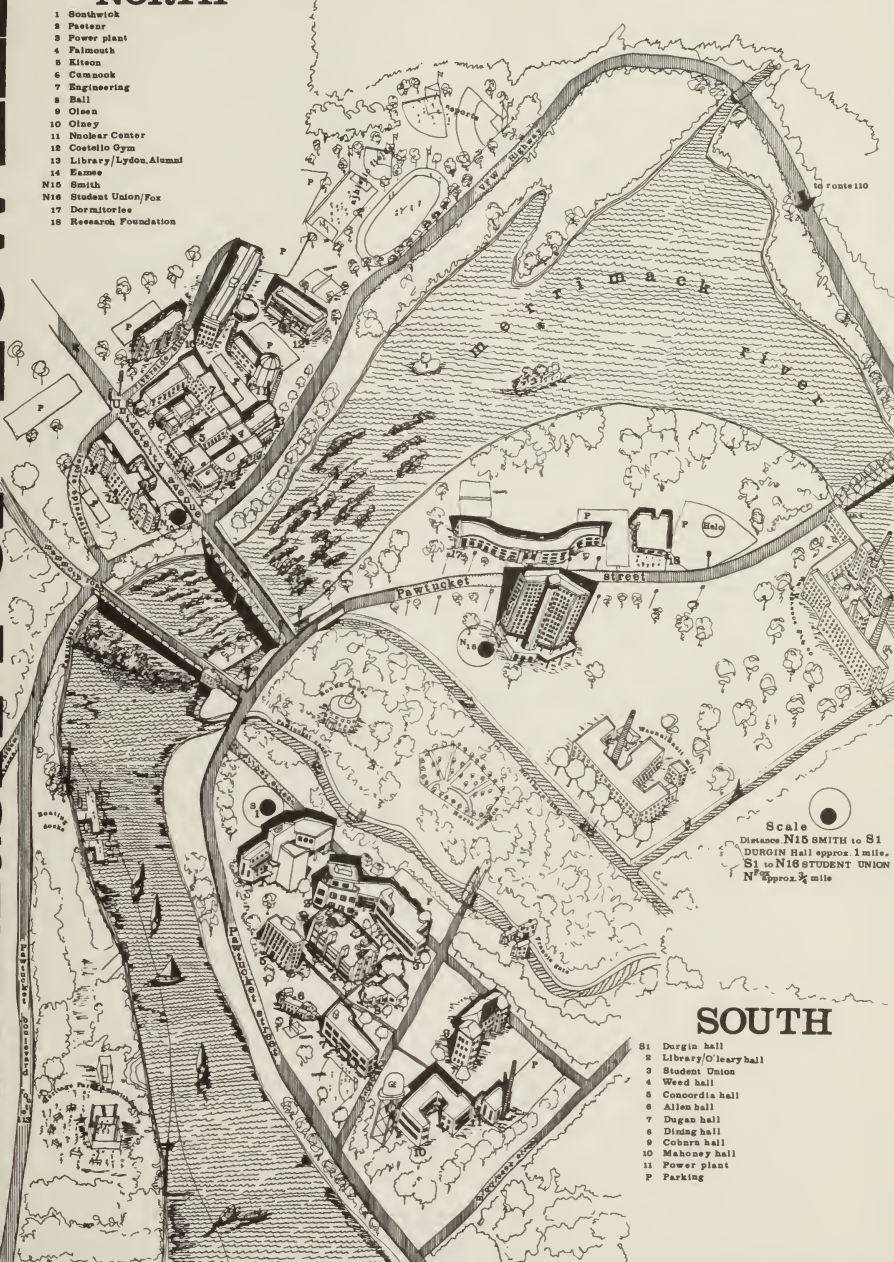




# UNIVERSITY OF LOWELL

NORTH

- 1 Southwick
- 2 Pasteur
- 3 Power plant
- 4 Falmouth
- 5 Kiteon
- 6 Cammack
- 7 Engineering
- 8 Hall
- 9 Olsen
- 10 Olney
- 11 Nuclear Center
- 12 Costello Gym
- 13 Library/Lydon Alumni
- 14 Eames
- N15 Smith
- N16 Student Union/Fox
- 17 Dormitories
- 18 Research Foundation



SOUTH

- S1 Durgin hall
- 2 Library/O'Leary hall
- 3 Student Union
- 4 Wood hall
- 5 Concordia hall
- 6 Allen hall
- 7 Dugan hall
- 8 Dining hall
- 9 Coburn hall
- 10 Mahoney hall
- 11 Power plant
- P Parking

Office of Admissions  
University of Lowell (South Campus)  
Rofe and Broadway Streets  
Lowell, Massachusetts 01854

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